



Town of Garrett Park

Incorporated 1898

TO: Mayor Kacky and Town Council
FROM: Debi Sandlin, Interim Town Manager
SUBJECT: December Manager's Report
DATE: January 7, 2021

Monthly Financial Report

December Revenues, Operations, and Capital Budgets are at expected levels; total revenues and expenses are within projections.

New Building Permits

There was one building permits requested during the month of December.

- DiChiara/Reisinger - 4605 Oxford Street; requested a permit for a side deck.

Town Administration Updates

- Due to the Covid-19 restrictions, the Archives created a virtual holiday "exhibit" of Garrett Park Memories.
- The volunteers assisting virtually in the Archives transcribed over 175 pages of handwritten meeting minutes and correspondence related to the Garrett Park Women's Club, Mother's Club, and St. James Chapel.
- Ms. Joanne Schmader, Town's Administrative Support, edited the Covid-19 page on the Town website to add updated information and links to County and State resources and edited the website resident directory.
- Ms. Elizabeth Henley, responded to request for the Town scrap books, including wrapping the scrap books in special paper and delivering them to Garrett Park resident who had requested copies.
- The Town Manager participated in a conference call with Kathy Benjamin and Jenny Krivanek from the Arboretum Committee to discuss The Porcupine Woods Outfall Plan to and to determine next steps.
- The Town Manager participated in the Train Whistle kick-off meeting with Councilmember Dan Simons and Ms. Alison Fultz, the consultant contracted to work with the Town to identify options to resolve the issues surrounding the train whistle.

Maintenance Updates

- As part of Maintenance's annual winter preparation, the roof's gutter heating system at Penn Place was inspected to make sure it was in working order and clear of any debris.
- Maintenance installed a wall heater in the Post Office and a UVC ultra-lightening system in all the common areas.

REVENUES	FY 2020			FY 2021		
	EOY ACTUAL	December	% Actual	BUDGET	December	% BUDGET
						TARGET % 50.0%
1.0 Prior Year Carryover*	\$349,436	\$349,436		\$100,000	\$358,192	
<u>Town Receipts</u>						
2.0 - Taxes & Fees	\$1,104,546	\$544,404	49.3%	\$913,227	\$562,508	61.6%
2.1-- Local Property Taxes	\$583,570	\$313,617	53.7%	\$554,665	\$327,917	59.1%
2.1.1 -- Real Property Taxes	\$567,051	\$308,307	54.4%	\$541,473	\$326,319	60.3%
2.1.2 -- Personal Property Taxes	\$15,085	\$5,273	35.0%	\$11,734	\$1,313	11.2%
2.1.3 -- Penalties & Interest	\$1,246	\$37	3.0%	\$917	\$271	29.5%
2.1.4 -- Homestead Tax Credit	\$188	\$0	0.0%	\$541	\$14	2.6%
2.2 -- Local Income Taxes	\$504,906	\$223,637	44.3%	\$344,962	\$226,735	65.7%
2.3 -- Other Local Taxes and Fees	\$0	\$0		\$0	\$0	
2.4 -- Licenses and Permits	\$16,070	\$7,151	44.5%	\$13,600	\$7,856	57.8%
3.0 - Intergovernmental Receipts	\$121,287	\$63,760	52.6%	\$91,298	\$61,930	67.8%
3.1 -- From State of Maryland	\$34,653	\$15,325	44.2%	\$34,974	\$13,495	38.6%
3.2 -- From Montgomery County	\$86,634	\$48,435	55.9%	\$56,324	\$48,435	86.0%
4.0 -- Municipal Refuse Collection	\$120,689	\$66,171	54.8%	\$120,780	\$68,855	57.0%
5.0 - Miscellaneous Receipts	\$160,962	\$95,819	59.5%	\$97,177	\$67,819	69.8%
5.1 - Investment Earnings	\$8,730	\$6,082	69.7%	\$3,488	\$587	16.8%
5.2 -- Rents and Concessions	\$147,570	\$85,756	58.1%	\$91,149	\$57,818	63.4%
5.2.1 -- Town Hall Rents	\$16,515	\$14,235	86.2%	\$10,031	(\$125)	-1.2%
5.2.2 -- Penn Place Rents	\$126,104	\$66,570	52.8%	\$75,672	\$52,497	69.4%
5.2.3 -- Swimming Pool Assoc.	\$4,951	\$4,951	100.0%	\$5,446	\$5,446	100.0%
5.3 - Restricted Contributions	\$2,625	\$2,020	0.0%	\$2,540	\$2,540	0.0%
5.3.1 -- Archives Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.2 -- Bench Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.3 -- Tree Donations	\$0	\$0	0.0%	\$0	\$0	0.0%
5.3.4 -- Gifts to Sanitation Crew	\$2,625	\$2,020	0.0%	\$2,540	\$2,540	0.0%
5.4 -- Other Receipts	\$2,037	\$1,961	96.3%	\$0	\$6,873	0.0%
Total Town Receipts:	\$1,507,484	\$770,153	51.1%	\$1,222,482	\$761,111	62.3%
Carryover + Receipts:	\$1,856,920	\$1,119,589		\$1,322,482	\$1,119,303	84.6%
6.0 -- From Reserves	\$2,898	\$0		\$36,574	\$0	
SUBTOTAL	\$1,859,818	\$1,119,589	60.2%	\$1,359,056	\$1,119,303	
Financial Assistance						
7.0 -- SRTS Project	\$438,000	\$0		\$0	\$0	
7.1 - SRTS SHA Grant Mod1	\$350,000	\$0		\$0	\$0	
7.2 - SRTS SHA Grant Mod 2	\$88,000	\$0		\$0	\$0	
Total Revenues: **	\$2,297,818	\$1,119,589		\$1,359,056	\$1,119,303	

* \$86,134 is budgeted carryover; \$349,436 is EOY actual carryover, which will be taken into account during FY20 midyear budget adjustment.

** Includes Receipt Carryover, Reserves & Grants

TOWN OF GARRETT PARK

December 2020

Monthly Financial Report

OPERATIONS	FY 2020			FY 2021		
	EOY ACTUAL	December	% Actual	BUDGET	December	% BUDGET
						Target % 50.0%
10.0 - Personnel	\$549,390	\$276,456	50.3%	\$599,345	\$286,021	47.7%
10.1 -- Salaries	\$412,326	\$205,459	49.8%	\$424,112	\$212,025	50.0%
10.2 -- Overtime	\$195	\$195	100.2%	\$15,000	\$0	0.0%
10.3 -- Benefits	\$105,231	\$54,988	52.3%	\$125,288	\$57,777	46.1%
10.4 -- Payroll Taxes, Etc.	\$31,558	\$15,733	49.9%	\$32,445	\$16,220	50.0%
10.5 -- Training	\$80	\$81	0.0%	\$2,500	\$0	0.0%
11.0 - Town Administration	\$126,232	\$71,364	56.5%	\$199,563	\$153,849	77.1%
11.2 -- Gen. Admin. Expenses	\$35,382	\$17,287	48.9%	\$102,332	\$51,966	50.8%
11.2.1 -- General Expenses	\$20,901	\$9,715	46.5%	\$27,252	\$11,492	42.2%
11.2.2 -- Contract Office Assistant	\$14,329	\$7,573	0.0%	\$63,080	\$40,473	64.2%
11.2.3 -- Parking Enforcement Officer	\$152	\$0	0.0%	\$12,000	\$0	0.0%
11.2.4 -- Web Master	\$0	\$0	0.0%	\$0	\$0	0.0%
11.3 -- Elected and Appointed Officials	\$8,045	\$1,043	13.0%	\$9,500	\$63	0.7%
11.4 -- Professional Fees	\$48,246	\$27,554	57.1%	\$49,730	\$81,010	162.9%
11.5 -- Insurance	\$7,154	\$7,154	100.0%	\$7,626	\$8,168	107.1%
11.6 -- External Organization	\$5,329	\$4,627	86.8%	\$5,760	\$4,465	77.5%
11.7 -- IT Operations	\$22,076	\$13,699	62.1%	\$24,615	\$8,177	33.2%
12.0 - Town Committees	\$34,606	\$15,726	45.4%	\$49,155	\$16,360	33.3%
12.1 -- Arboretum	\$6,554	\$2,726	41.6%	\$15,000	\$3,195	21.3%
12.2 -- Archives	\$27,294	\$12,650	46.3%	\$32,855	\$13,082	39.8%
12.3 -- Historic Preservation Committee	\$500	\$0	0.0%	\$500	\$0	0.0%
12.4 -- Ad Hoc Groups & Sponsorships	\$258	\$349	135.3%	\$800	\$84	10.5%
13.0 - Infrastructure and Equipment	\$125,302	\$55,436	44.2%	\$161,110	\$91,992	57.1%
13.1 -- Penn Place	\$73,339	\$36,949	50.4%	\$82,365	\$57,947	70.4%
13.2 -- Town Hall	\$9,758	\$4,934	50.6%	\$19,746	\$3,415	17.3%
13.3 -- Maintenance Facility	\$848	\$674	79.5%	\$1,020	\$515	50.5%
13.4 -- Community Center	\$959	\$659	68.7%	\$2,520	\$250	9.9%
13.5 -- Trees, Parks & Grounds	\$33,354	\$6,639	19.9%	\$45,000	\$27,433	61.0%
13.6 -- Equipment M&R	\$6,853	\$5,389	78.6%	\$10,204	\$2,432	23.8%
13.7 -- Stormwater Drainage	\$191	\$191	0.0%	\$255	\$0	0.0%
14.0 - Town Services	\$177,875	\$102,046	57.4%	\$189,180	\$96,189	50.8%
14.1 -- Road Maintenance & Cleaning	\$57,264	\$41,342	72.2%	\$68,400	\$37,491	54.8%
14.2 -- Trash Collection	\$120,611	\$60,704	50.3%	\$120,780	\$58,697	48.6%
15.0 -- Debt Service, Taxes, Interest	\$63,327	\$5,195	8.2%	\$100,629	\$2,952	2.9%
16.0 - Expenditure of Restricted Funds	\$2,898	\$0	0.0%	\$0	\$0	0.0%
16.1 -- Archives	\$323	\$0	0.0%	\$0	\$0	0.0%
16.2 -- Benches	\$0	\$0	0.0%	\$0	\$0	0.0%
16.3 -- Trees	\$0	\$0	0.0%	\$0	\$0	0.0%
16.4 -- Sanitation Crew Gifts	\$2,575	\$0	0.0%	\$0	\$0	0.0%
17.0 -- Contingency	\$0	\$0	0.0%	\$57,534	\$0	0.0%
Total Operating Expenses:	\$1,079,630	\$526,221	48.7%	\$1,356,516	\$647,362	47.7%
<i>Net Difference from Revenue</i>				\$2,540	\$471,941	

Transfers	\$859,996	\$782,251		\$2,540	\$2,540	
20.0 -- Total to Capital Fund Accts	\$776,782	\$776,782		\$0	\$0	
20.1 -- Cap Acct Town Funds	\$294,000	\$294,000	100%	\$0	\$0	
20.1.1 -- Town Accts	\$254,000	\$254,000		\$0	\$0	
20.1.2 -- SRTS Town Share	\$40,000	\$40,000		\$0	\$0	
20.2 -- Cap Acct Fin Assist	\$482,782	\$482,782		\$0	\$0	
20.2.1 -- SRTS SHA Grant Mod 1	\$350,000	\$350,000		\$0	\$0	
20.2.2 -- SRTS SHA Grant Mod 2	\$132,782	\$132,782		\$0	\$0	
21.0 - To Operating Reserve	\$83,214	\$5,469	7%	\$2,540	\$2,540	
21.1 -- To Other Reserves	\$83,214	\$5,469	7%	\$2,540	\$2,540	
Total Operating Expenses:	\$1,939,626	\$1,308,472	67%	\$1,359,056	\$649,902	
Net Difference (Rev-Ops)	\$358,192	-\$188,883		\$0	\$469,401	

CAPITAL BUDGET ACCOUNTS	Prior Years Appropriations Remaining	FY20 Capital Program	Total FY20 Capital Funds	YTD Capital Expenditures	Unexpended Capital Funds
CAPITAL ACCOUNT - Town Funds			Dec-20	Dec-20	Dec-20
25.0 - Equipment	\$82,750	\$0	\$82,750	\$52,179	\$30,571
26.0 - Streets and Roads	\$448,432	-\$10,000	\$438,432	\$17,504	\$420,928
26.1 - Streets & Curbs	\$291,092	-\$60,000	\$231,092	\$13,544	\$217,548
26.2 - Sidewalks	\$109,340	\$50,000	\$159,340	\$3,960	\$155,380
26.3 - SRTS Project	\$48,000	\$0	\$48,000	\$0	\$48,000
26.3.1 SRTS Inspector	\$40,000	\$0	\$40,000	\$0	\$40,000
26.3.2 - SRTS Contingency	\$8,000	\$0	\$8,000	\$0	\$8,000
27.0 - Facilities	\$180,250	\$0	\$180,250	\$10,168	\$170,082
27.1 - Penn Place	\$51,550	\$0	\$51,550	\$9,393	\$42,157
27.2 - Town Hall	\$112,860	\$0	\$112,860	\$775	\$112,085
27.3 - Maintenance Facility	\$15,840	\$0	\$15,840	\$0	\$15,840
28.0 - Services	\$278,000	\$10,000	\$288,000	\$0	\$288,000
28.1 - Utilities	\$78,000	\$0	\$78,000	\$0	\$78,000
28.2 - Storm Drains	\$200,000	\$10,000	\$210,000	\$0	\$210,000
29.0 - Committees	\$96,642	\$0	\$96,642	\$29,315	\$67,327
29.1 - Parks and Open Spaces	\$30,300	\$0	\$30,300	\$4,475	\$25,825
29.2 - Arboretum	\$66,342	\$0	\$66,342	\$24,840	\$41,502
30.0 - Technology	\$20,351	\$9,426	\$29,777	\$3,608	\$26,169
30.1 - Website	\$2,967	\$2,033	\$5,000	\$0	\$5,000
30.2 - IT Equipment	\$16,384	\$7,393	\$23,777	\$3,608	\$20,169
30.3 - Telephone Equipment	\$1,000	\$0	\$1,000	\$0	\$1,000
31.0 - Other	\$0	\$0	\$0	\$0	\$0
32.0 - Capital Planning	\$94,344	\$10,000	\$93,969	\$3,967	\$90,002
32.1 - Town Hall	\$40,000	\$0	\$40,000	\$0	\$40,000
32.2 - Storm Water Management	\$38,969	\$0	\$38,969	\$3,637	\$35,332
32.3 - Sidewalk Planning	\$10,000	\$0	\$10,000	\$330	\$9,670
32.4 - Arboretum Plan and Tree Inventory	\$5,375	\$5,000	\$5,000	\$0	\$5,000
32.5 - Explore Maint. Facility Options	\$0	\$0	\$0	\$0	\$0
32.6 - Other	\$0	\$5,000	\$0	\$0	\$0
33.0 - Contingency	\$76,478	-\$19,426	\$57,052	\$0	\$57,052
TOTAL CAPITAL ACCOUNT - Town Funds	\$1,277,247	\$0	\$1,266,872	\$116,742	\$1,150,130
CAPITAL ACCOUNT - Financial Assistance					
34.0 SRTS Grant Project	\$558,090	\$0	\$558,090	\$424,656	\$133,434
34.1 Initial SRTS Grant (prior year)	\$3,354	\$0	\$3,354	\$3,354	\$0
34.2 SRTS SHA Grant Mod 1	\$350,000	\$0	\$350,000	\$350,000	\$0
34.3 SRTS SHA Grant Mod 2	\$204,736	\$0	\$204,736	\$71,302	\$133,434
TOTAL CAPITAL BUDGET - Combined Accounts	\$1,835,337	\$0	\$1,824,962	\$541,398	\$1,283,564